

# PROCUREMENT REQUEST PACKAGE ROUTE SHEET

(See Instructions on Reverse)

CONTRACT SPECIALIST	CODE	EXT.
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PR#	INITIATOR	CODE	EXT.
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PURPOSE: This route sheet is for use with procurement request form, GSFC 18-27. See Part IV for use of 18-27. This route sheet provides for pre-determined routings of PRs and supporting documents that require review, concurrence and approval. It identifies the procurement documents making up the PR package and the dollar thresholds requiring administrative action.

**SYMBOLS & INSTRUCTIONS**

A = Approve Document      V = Verify Funds  
S = Sign Document  
R = Review for concurrence—Initial Route Sheet

Enter X across columns as applicable (See Part II); Circle symbols (A, S, R, etc.) under each column X'ed. Circle line number (left column) on each line having a circled symbol.

## PART I (Initiator responsibility — forward copies)

LINE	CODE	ORGANIZATION	INITIALS	DATE	PROCUREMENT REQUEST							PR PACKAGE REQUIREMENTS						
					BASIC PR APPROVAL					REQUIRED ADD'T PR APPROVALS		SUPPORTING DOCUMENTS						
												JAUP (See Notes 31 & 34) Only Grants & Coop. Agree.	JOFOC		PROC. PLAN			
Thru \$100 K	Over \$100 K	\$500 K TO \$10 M	\$10 M TO \$25 M	\$25 M & OVER DELEGATED	\$25 M & OVER NOT DELEGATED *													
1	261	Spt Serv/On-Site Anal.			To \$500 K	\$500 K to \$1 M	\$1 M to \$10 M	\$10 M & over	INCR/ADD'L FUNDS	UNSOL PROP	BLDG/FACIL	SENSITIVE PR (Notes 27, 34 & 38)						
2	205.2	Health & Safety Branch																
3	303	Assur. Mgt. Office																
4	263.2	Indus. Assistance Section																
5	153	Program Analysis Office																
6																		

## PART II (Initiator enter X across as applicable)

7		Initiator			R	R	R	R	R				S	S	R			R
8		Resources Repr.			R	R	R	R	R									
9																		
10		RTOP Manager			A	S	S	S	S	R	R	R						
11		Branch Head			A	S	S	S	S	R	R	R	S	R	R	R	R	R
12		Division Chief				A	S	S	A	R	S	R	R	S	S	R	R	R
13		Dir. Fin. Mgr.			V/S	V/S	V/S	R	V/S									
14		Dir. Resources Mgr.			R	R	R	R	R	R	R	R			R	R	R	R
15																		
16																		
17		Proj. Fin. Mgr.			V/S	V/S	V/S	R	V/S									
18		DPM/Resources			R	R	R	R	R	R	R	R			R	R	R	R
19																		
20																		
21		Proj. Mgr.			A	A	S	S	A	R		R	S	R	S	S	R	R
22																		
23		Proc. Br. Hd./Mgr.			R	R	R	R	R			R	R	S	S	S	S	R/A
24	261	Proc. Policy Br.										R	R		R	R	R	R
25	140	Chief Counsel								R		R	R	R	R	R	R	R
26	200	SEB Coordinator															R	R
27																		
28		Init. Director of					A	A/S	A	S	S	S	S	S/A	R	R	S	S
29	235	Prop. Mgt. Br.			R/S	R/S	R/S	R/S				R/S						
30	210	Fin. Mgt. Div.						V/S	V/S									
31																		
32	286.1/244	UPO/WFF Grants Officer										R/A						
33	240/280	Inst./Prog. Proc. Div.										R	R	R	R	A	R	R
34																		
35	200	Proc. Officer										S/A	A		S		A/S	A/S
36	200	Dir. of Mgt. Oper.									A							
37	153	Prog. Analysis Off.						R								R	R	R
38	150	Comptroller						S								S	S	S
39	100	Off. of Director						A				A		S/A		A	A	S

## PART III (Pre-Route except as noted)

40	211.2	Funds Acctng. Section
41		
42	263.3	Oper. Anal. Section. Routes PR package to appropriate Proc. Br. Head/Mgr.

REFER TO  
GHB 5150.1  
FOR ADDITIONAL  
GUIDANCE

## PART IV (Use of GSFC 18-27)

For all purchases not under Small Purchases Procedures.  
To amend a PR previously submitted on a GSFC 18-27.  
For modifications to existing contracts.  
For issuance of grants (see GHB 5150.1 for specifics).  
For deobligation of contract funds.

# PR COORDINATION AND USE INSTRUCTIONS

The Initiator prepares the PR, obtains required supporting documents and routes the PR and supporting documents for the necessary reviews and approvals. The Initiator provides a copy of the PR Package to the cognizant Procurement Branch Head/Manager. Code 800 procurements go to Code 244. Non-Wallops procurements for off-the-shelf FIP hardware, software and maintenance that are \$25K and above go to Code 243; standard commercial, construction and A-E procurements go to Code 247.1; other than the preceding, procurements for Code 100, 200 and 300 go to Code 246; other than the preceding, procurements for Code 400 go to Code 284.1 - 284.9; Code 500 to Code 650; Code 600 to Code 286; Code 700 to Code 287; and, Code 900 to Code 289. Lines 1-6 identify organizations that may have to contribute documentation or certification to complete the PR package. The Initiator sends a copy of the PR Package and a copy of this route sheet to these organizations. These reviews should be accomplished off-line and concurrent with the Part II Lines 7-21 reviews. Copies of these reviews, when completed, should be provided to the cognizant Procurement Branch Head/Manager.

## PART I - PRELIMINARY ACTIONS AND ROUTINGS

**Note:** These reviews should be accomplished off-line and concurrent with the Part II, Lines 7-21, reviews. Lines 1-6 should indicate concurrence by initialing a copy of this route sheet.

1. **Procurement Policy Branch/Support Service/On-Site Analyst (SS/OA)** - Reviews procurements for support services, which may be subject to the Service Contract Act, and on-site performance. Reviews JOPs (coordinates with Facilities Engineering Division).

2. **Health and Safety Branch** - Reviews procurements if any blocks on "Initiator's Safety Checklist" are checked "Yes".

3. **Assurance Management Office (AMO)** - Reviews procurements for quality and performance assurance requirements. "Space Flight Use" procurements require AMO signature on PR.

4. **Procurement Analysis Branch/Industry Assistance Section** - Reviews procurements when source list or SIC code assignments are required, e.g., PRs for new work.

5. **Program Analysis Office** - A Part I off-line review of the SOW, WBS, and In-house Cost Estimate is required for all competitive procurements \$25M and over that have been downgraded pursuant to streamlined acquisition. (NOTE: You are also encouraged to send to Code 153 an advance copy of all non-competitive PR packages \$10M and over, and competitive \$25M and over that have not been downgraded pursuant to streamlined acquisition).

6. **Special Approvals** - GHB 5150.1 indicates special approvals that may be required, e.g., Code 205.1 (Security), Code 234 (Shipping), Code 235 (Property), Code 250 (FIP), etc.

## PART II - ROUTING INSTRUCTIONS AND NOTES

7. **Initiator** - Prepares PR. Enters "X" across all applicable columns and circles appropriate symbols (A, R, S, etc.) under each column "X'd". Uses blank lines for any special organizational reviews, signatures, and approvals. Circles line numbers in left column (including Lines 1-6, when applicable). For unsolicited proposals, processes the original PR while simultaneously forwarding unsolicited proposal with a copy of the PR, to University Programs Officer (Greenbelt), Code 286.1, or Grants Officer (Wallops), Code 244. Technical Officer signs JAUPS and JOFOCs through \$100K. Technical Officer co-signs In-house Cost Estimate. Ensures off-line, concurrent processing of Part I reviews and their incorporation in the PR package by Line 23.

8. **Resources Representative** - Reviews PR package and routing designation for completeness. Includes financial analyst, general business analyst, or administrative assistant. Co-signs In-house Cost Estimate and assigns labor charge number.

10. **RTOP Manager** - Reviews RTOP related PRs only.

11. **Branch Head (Includes Study/RTOP Managers with Branch Head authority)** - Approves PRs to \$500K. Signs PRs \$500K and above and signs JAUPS. Route sheet concurs JOFOCs, Procurement Plans and JOPs.

12. **Division Chief** - Approves PRs \$500K to \$1M (and incremental or additional funds PRs to \$10M). Signs PRs \$1M and above, PRs for building/facilities purchase or lease, JOFOCs over \$100K and Procurement Plans to \$10M. Route sheet concurs JAUPS, JOPs, and Procurement Plans \$10M and over.

13. **Directorate Financial Manager** - Signs all PRs for any cost impact. Verifies that funds are budgeted for PRs to \$10M except for those where FMD verification is required. Includes incremental or additional funds PRs to \$10M that do not increase the estimated cost. Affirms Planning PR Memos to \$10M.

14. **Directorate Resources Manager** - Route Sheet concurs PRs, JAUPS, Procurement Plans and JOPs.

17. **Project Financial Manager** - Same as Line 13.

18. **DPM/Resources** - Same as Line 14.

21. **Project Manager** - Lines 11 and 12.

23. **Procurement Branch Head/Manager** - Assures proper completion of Part I reviews and Part II reviews to this point. Signs JOFOCs as Contracting Officer. Signs Procurement Plans. Approves competitive RFPs/IFBs to \$1M and noncompetitive RFPs to \$5M. Route sheet concurs PRs, JAUPS, other RFPs/IFBs and JOPs.

24. **Procurement Policy Branch** - Reviews procurement packages \$500K and over and other items listed on the Review/Approval Matrix of Procurement Related Actions regardless of dollar value. Verifies that all Part I and II reviews to this point have been completed.

25. **Office of Chief Counsel** - Route sheet concurs JOFOCs, JAUPS over \$10K, Procurement Plans \$1M and over, competitive RFPs/IFBs over \$100K, and JOPs.

26. **SEB Coordinator** - Reviews competitive RFPs \$5M and over and Procurement Plans \$25M and over not delegated to GSFC.

28. **Director of Initiating Directorate** - Approves PRs \$1M to \$25M (and incremental or additional funds PRs \$10M and over) and PRs for unsolicited proposals to \$25M. Signs PRs \$25M and over, building/facilities purchase or lease PRs, sensitive PRs (see Lines 35 and 39), JAUPS, Procurement Plans \$10M and over and JOPs. Approves JOFOCs \$100K or less. Route sheet concurs JOFOCs over \$100K and Procurement Plans to \$10M.

29. **Property Management Branch** - Certifies non-availability from stock or excess, except PRs not involving material or equipment. Concurs PRs that provide for contractor access to, use of, repair, modification, purchase, or fabrication of Government equipment. Reviews functions related to special packaging, marking, transportation and transportability requirements and approves special logistics requirements as defined in GHB 5150.1, e.g., vehicles, furniture, and carpet. Reviews all hazardous material for shipment in accordance with CFR 49. All Wallops PRs that fall into above requirements should be forwarded to Code 233. The Supply and Equipment Management Officer (SEMO) performs "off-line" reviews of solicitations over \$1M and over \$50K where work to be on-site at a NASA installation or existing Government property is to be provided or which requires contractor acquisition of Government property.

30. **Financial Management Division** - Verifies that funds are budgeted for PRs \$10M and over. Affirms Planning PR Memos \$10M and over.

32. **University Program Officer (UPO): Greenbelt, Code 286.1, or Grants Officer (Wallops), Code 244** - Issues grants and cooperative agreements. Approves JAUPS thru \$1.5M and route sheet concurs JAUPS over \$1.5M.

33. **Institutional/Program Procurement Division** - Approves Procurement Plans to \$10M, competitive RFPs/IFBs \$1M to \$25M (\$25M and over when delegated to GSFC and downgraded pursuant to streamlined acquisition), and noncompetitive RFPs \$5M to \$25M. Route sheet concurs sensitive PRs, JAUPS over \$1.5M, RFPs/IFBs \$25M and over, Procurement Plans \$10M and over, JOFOCs, and JOPs.

35. **Procurement Officer** - Approves competitive Procurement Plans \$10M to \$25M [\$25M and over (competitive) when delegated to GSFC and downgraded pursuant to streamlined acquisition], RFPs/IFBs \$25M and over when delegated under Master Buy, JAUPS over \$1.5M, and release of solicitations based on planning PRs. Signs JOFOCs over \$100K. Concurs on non-competitive Procurement Plans \$10M to \$25M and all Procurement Plans \$25M and over that are not downgraded pursuant to streamlined acquisition. Approves PRs for sensitive procurements for support of meetings, working groups and conferences; secretarial support; one-person contracts; luxury items (e.g., office sound systems, office decorations), purchases for NASA Headquarters, and other unusual requirements. Route sheet concurs PRs for sensitive procurements for consulting services and contracts involving former NASA employees. Route sheet concurs JOPs.

36. **Director of Management Operations** - Approves PRs for building/facilities purchase or lease.

37. **Program Analysis Office** - Reviews PRs \$25M and over. Reviews non-competitive Procurement Packages/Plans (with attachments) \$10M and over. Reviews all competitive Procurement Packages/Plans (with attachments) \$25M and over that have not been downgraded pursuant to streamlined acquisition. (You are encouraged to send an advance copy of the preceding PR Packages to Code 153). For competitive procurements \$25M and over that have been downgraded pursuant to streamlined acquisition, a Part I off-line review of the SOW, WBS, and In-house Cost Estimate is required.

38. **Comptroller** - Signs PRs \$25M and over (except incremental or additional funds PRs that do not increase the estimated cost). Signs non-competitive Procurement Plans \$10M and over. Signs all competitive Procurement Plans \$25M and over that have not been downgraded pursuant to streamlined acquisition.

39. **Office of Director** - Approves PRs \$25M and over (except incremental or additional funds PRs that do not increase the estimated cost); PRs for consulting services and contracts involving former NASA employees; non-competitive Procurement Plans \$10M and over and all competitive Procurement Plans \$25M and over that have not been downgraded pursuant to streamlined acquisition. Signs Procurement Plans \$25M and over that are not delegated to GSFC under Master Buy. Associate Director (or Director) approves JOFOCs over \$100K to \$10M. Director signs JOFOCs over \$10M. Associate Director approves JOPs.

## PART III - ADMINISTRATIVE ROUTINGS AND NOTES

40. **Funds Control Branch/Funds Accounting Section** - Verify/certify funds available on PRs, i.e., committed and available for obligation, except those within authority delegated by Chief, FMD or Planning Purpose PRs. (Note: Competitive PRs \$1M and over should not include any accompanying documents when forwarded to Funds Accounting Section and should not state the estimated cost in Block 3. Rather, the estimated cost should be reflected on the In-house Cost Estimate that is not forwarded).

42. **Procurement Analysis Branch/Operations Analysis Section** - Receives all PRs and accompanying documents for recording, controlling, and distributing to appropriate Procurement Branch Head/Manager.